



## Syllabus

**Course Name:** Integrated Reading and Writing I

**Course Number:** English 0041

**Semester & Year:** Spring 2014

### Instructor Information:

Name: Patricia Meyer, Ph.D.

Office: AIKIN 169

Telephone: 903-823-3255

E-mail: [patricia.meyer@texarkanacollege.edu](mailto:patricia.meyer@texarkanacollege.edu)

(When sending an email, please be sure to include your first and last name, as well as your class and section number in the heading.)

Monday: Available by email.

Tuesday: 11-12:30, 3:30-4

Wednesday: 11-2

Thursday: 11-12:30, 3:30-4, 5:30-6, 8:45-9:15

Friday: 11-12:30, 2-3:30

### Textbook Information:

In Harmony: Reading and Writing

MySkillsLab- Pearson Lab

### Materials needed:

Package of highlighters, blue or black pen, pencil, spiral or composition notebook.  
Suggested materials: USB/flash drive, headphones for lab, a package of scantrons.

**Course Description:** This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. This course satisfies the first level of Reading and Writing for TSI.

### Student Learning Outcomes for the Course:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.

8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

### **Student Requirements for Completion of the Course:**

A student must have a C or better in the course and have completed the assigned lab work and hours.

Required assignments are listed on the assessment chart and schedule below.

### **MANDATORY LAB WORK IN DEVELOPMENTAL READING AND ENGLISH COURSES**

***ATTENTION: Failure to complete required lab assignments can result in the student being dropped from the course at anytime during the semester and will result in failure of the course. The lab assignments are 20% of the student's overall average.***

### **Lab Assignments**

Each student must complete assigned lab work and make a **70% average or better** on the lab work to pass the course. Students will be required to complete weekly assignments in the lab. Lab work is completed via computer on the textbook company website.

Information about how to access the lab, as well as a weekly lab work schedule, will be provided by the professor.

### **Lab Schedule Note**

*(Students will be provided some class time each week to work in the lab. If students are unable to complete lab assignments in class, they must complete the lab assignments on their own time (in the lab or at home), just like a homework assignment. Students must complete assignments by the due date each week. A weekly lab grade will be recorded, so labs may not be completed after the due date.)*

### **Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>
<b>Tests</b> Chapters 1,3, 4, Parts of Speech Chapters 5-9, Parts of Sentences Chapters 10-11, Correct Sentences Chapters 2, 12-13, Punctuation Chapters 15-16, Mechanics and Spelling Final Exam	35%

<b>Writing</b> Narration Paragraph Description Paragraph Example Paragraph Compare and Contrast Paragraph Summary of Article	35%
Class Assignments and Activities	10%
MySkillsLab Assignments	20%

**Grading Scale:**

The grading system in this course is fairly simple. You start out with zero points and earn points for the work that you do. That’s true of the class as a whole and for each individual assignment. It is important for you to understand that you do not begin with a maximum credit from which points are deducted for mistakes. It will be up to you to do things that warrant adding points to your score; it will not be up to me to find reasons to subtract points from the maximum points.

At the end of the semester, I’ll add up all your points and use a 10% scale.  
90%A; 80%B, 70%C, 60%D.

I have provided a grade tracking sheet on the next page. It is your responsibility to track your grade.

<b>Item</b>	<b>date due</b>	<b>possible points</b>	<b>your score</b>	<b>total</b>
LAB		200		
Test 1		60		
Test 2		60		
Test 3		60		
Test 4		60		
Test 5		60		
Journal 1		30		
Journal 2		30		
Narrative Essay		50		
Narrative revision		20		
Descriptive Essay		50		
Descriptive revision		20		
Example Essay		50		
Example revision		20		
Compare/Contrast		50		
Compare/Contrast revision		20		
Summary of article		50		
Summary revision		20		
Final exam		50		
Portfolio		30		

## Class Schedule:

Date	
Week 1 Jan 20-24	Tue - introductions, syllabus Thur - lab Fri - Chapter 1 (have read before class)
Week 2 Jan 27-31	Tue - Chapter 3 (have read before class) Thur - lab Fri - Chapter 4 (have read before class)
Week 3 Feb 3-7	Tue - Chapters 1, 3, 4 continued. Thur - Lab Fri - No class meeting: GO TO TESTING CENTER FOR TEST 1
Week 4 Feb 10-14	Tue - Chapter 5 (have read before class). Discuss narrative essay. Thur - Chapter 6 (have read before class). Work on narrative essay. Fri - Chapter 7 Narrative essay due.
Week 5 Feb 17-21	Tue - Chapter 8, 9 (have read before class) Thur - LAB **** Fri - No Class Meeting - go to Testing Center for Test 2
Week 6 Feb 24-28	Tue Thur - Chapter 10 (have read before class) Fri - Narrative revision due. Discuss Description essay.
Week 7 Mar 3-7	Tue - Chapter 11; Work on Description essay Thur - lab **** Fri - No Class meeting - go to Testing Center for Test 3 AND Description essay due in my mailbox (paper)
Week 8 Mar 10-14	SPRING BREAK!!!
Week 9 Mar 17-21	Tue - Journal 1 due Thur - Lab Fri - Description revision due
Week 10 Mar 24-28	Tue - Start Example Essay Thur - Lab **** Fri - No Class Meeting
Week 11 Ma31-Ap4	Tue - Chapter 12 (have read before class) Thur - Lab & Work on Example Essay Fri - Example Essay Due
Week 12 Arp 7-11	Tue - Chapter 13 Thur - Lab Fri - Example revision due; Discuss Compare/contrast essay
Week 13 Apr 14-18	Tue - Review for test 5 Thur - Test 5; Work on Compare/contrast essay Fri - Compare/contrast Due
Week 14 Apr 21-25	Tue - Chapter 15 (have read before class) Thur - lab Fri - Compare/contrast revision due; Discuss article summary essay
Week 15 Ap28-Ma2	Tue - Chapter 16 (have read before class) Thur - lab Fri - Article Summary due

Week 16 May 5-9	Tue – Journal #2 Due Thur – Final Exam Fri – Article Summary revision due
Week 17 May 12-16	Final Exam Period – TTH12:30 = Wednesday May 15 11am Portfolios Due

## Lab Registration and Schedule:

### MyLab / Mastering Student Registration Instructions

#### To register for Meyer 0041 Spring 2014

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Under Register, click **Student**.
3. Enter your instructor's course ID: **meyer09453**, and click **Continue**.
4. Sign in with an existing Pearson account or create an account:
  - If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click **Sign In**.
  - If you do not have a Pearson account, click **Create**. Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor's online course:
  - Use the access code that came with your textbook or that you purchased separately from the bookstore.
  - Buy access using a credit card or PayPal.
  - If available, get 17 days of temporary access. (Look for a link near the bottom of the page.)
6. Click **Go To Your Course** on the Confirmation page. Under MyLab / Mastering New Design on the left, click **Meyer 0041 Spring 2014** to start your work.

#### Retaking or continuing a course?

If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

#### To sign in later:

1. Go to [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com).
2. Click **Sign In**.
3. Enter your Pearson account username and password. Click **Sign In**.
4. Under MyLab / Mastering New Design on the left, click **Meyer 0041 Spring 2014** to start your work.

**A Lab Work Schedule will be provided by the professor. The schedule will detail weekly assignments in the MySkillsLab.**

### **ABSENTEE POLICY**

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

### **EXCUSED ABSENCES**

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

**MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Academic Classes**

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:  Once a week (Night classes or Friday classes) Twice a week (MW or TR classes) Three times a week (MWF or TRF classes) Four times a week (MTWR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  <div style="text-align: right;">                         2                          4                          6                          8                     </div> Three tardies count as one absence
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	
Class or Lab Meets:  Twice a week (MW or TR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  <div style="text-align: right;">                         4                     </div> Three tardies count as one absence.
A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)	
Class or Lab Meets:  Four times a week (MTWR classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  <div style="text-align: right;">                         4                     </div> Three tardies count as one absence.
A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)	
Class or Lab Meets:  3 times a week (MTW) (evening classes) 4 times a week (MTWR) (day classes)	An instructor <b>may</b> withdraw a student from a course if absences exceed:  <div style="text-align: right;">                         2                          2                     </div> Three tardies count as one absence.

**Make-up Policy:**



If the student is absent, it is the student's responsibility to make arrangements to complete the assignments within one week of the absence. If a student misses on test day, the test will be placed in the testing center, and the students will have one week to complete the test. If a student is excused for a Texarkana College extra-curricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the instructor. Assignments must be completed prior to the excused absence.

**Academic Dishonesty Policy/Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. It is best to request these changes at the beginning if not before the start of class so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Drop Date:**

The official drop date for the course is **April 18, 2014**, which is the last date for the student to drop this course with a W. The professor may drop the student at any time during the semester.

## **TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

## **Assignment Details**

### **Assignment Headings**

The following information should be placed in the right corner of each assignment to be turned in: Name (First and Last ), 0041, assignment title, Class day/Date assignment is due.

Handwrite the day/time you turn it in.

### **Tests**

Five tests will be given over material covered in the textbook. Several chapters will be tested at one time, as indicated on the class schedule. Tests are a combination of multiple-choice and writing. A scantron and pencil will be required for each test. Missed tests can be made up in the testing center. The testing center is located in the Business and Computer Technology Building. A student will have two days to make-up the missed test. After two days, the student will receive a zero for the test.

### **Final Exam**

The final exam will cover all concepts taught during the semester and will be taken during the final week of class.

**ALL tests must be taken to pass the course. Failure to take tests can result in being dropped from the course.**

### **Chapter and Class Activities**

Students will be assigned activities and reading practices from the textbook. These assignments will reinforce readings skills taught in the chapters. Also, these assignments will prepare students for testing. Some assignments will be completed during class, and some assignments will be given for homework. Students will be informed of assignments that will be taken for a grade.

### **Journal**

In this class, you will be expected to write in a journal every day.

I will give prompts for class days, but expect you to create your own prompts for non class days.

Journals will be collected at two time points and graded. See calendar.

### **Paragraphs**

Students will write a total of five essays using the following patterns: Narration, Description, Example, Compare and Contrast, and Summary. Students will go through the writing process by prewriting, outlining, drafting, editing, and revising each paragraph. The process will be completed in and outside of class time. The essays will be graded for content, organization, development, grammar, and mechanics. The final essays must be typed in a 14 point font and double spaced. The document should

include a header with the student's name, 0041, and date. Also, each essay should be titled.

**ALL writing assignments must be completed to pass the course. If paragraphs or the essay is turned in late, ten points will be deducted per day. Failure to complete writing assignments can result in being dropped from the course and/or failure in the course.**

### **Communication**

Letters of encouragement will be given to students who fail to complete assignments and/or lab, have attendance problems, and have inappropriate classroom behavior. Letters will be given starting with the third week of the semester. After a documented letter, a student can be dropped from the course. A student who does not comply with the requirements of the course will receive an F.

### **Class Policies:**

Always be prepared for class! Students should be prepared to turn in work, listen, and complete assignments. By having textbook and other supplies each class period, a student increases his or her ability to be successful in the course.

Cell phones must be turned off and out of sight in the classroom. If an emergency situation exists please see the instructor. Students will be warned if a cell phone is out and then asked to leave the classroom with an absence. Students can be dropped from the course if the problem persists.

Students are not allowed to listen to music via headphones during class.

Students are not allowed to use a laptop during class without permission from the instructor.

There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class. Also, students should not talk while the instructor is teaching.

Only plastic bottled drinks will be allowed in the classroom. Students may have a snack, not a meal, if eating it does not cause a classroom disruption.

If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.

Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Handbook.

**NOTE:** The above guidelines are subject to amendment by the professor at any point during the semester. Students will be notified if any changes occur.

SYLLABUS RECEIPT:

I, \_\_\_\_\_ (Print name), have received and read the syllabus for ENGL 0042.

I am responsible for its materials and policies.

Semester: \_\_\_\_\_

Our class meets on: \_\_\_\_\_

I acknowledge that there are certain requirements of this course, including:

\_\_\_\_\_ (initial) To pass the class, I must complete the lab work.

\_\_\_\_\_ (initial) To pass the class, I must not exceed the absences limit.

\_\_\_\_\_ (initial) I will be expected to use MLA format for all referenced materials.

\_\_\_\_\_ (initial) I will be expected to do all of my own work.

\_\_\_\_\_ (initial) Wikipedia is not allowed as a source/reference for papers.

\_\_\_\_\_ (initial) I acknowledge that there are a few topics that will not be allowed in this class.

\_\_\_\_\_(not this one)\_\_\_\_\_

Signature

(sign and turn in the receipt)

\_\_\_\_\_

Date

SYLLABUS RECEIPT:

I, \_\_\_\_\_ (Print name), have received and read the syllabus for ENGL 0041.

I am responsible for its materials and policies.

Semester: \_\_\_\_\_

Our class meets on: \_\_\_\_\_

I acknowledge that there are certain requirements of this course, including:

\_\_\_\_\_ (initial) To pass the class, I must complete the lab work.

\_\_\_\_\_ (initial) To pass the class, I must not exceed the absences limit.

\_\_\_\_\_ (initial) I will be expected to use MLA format for all referenced materials.

\_\_\_\_\_ (initial) I will be expected to do all of my own work.

\_\_\_\_\_ (initial) Wikipedia is not allowed as a source/reference for papers.

\_\_\_\_\_ (initial) I acknowledge that there are a few topics that will not be allowed in this class.

\_\_\_\_\_  
Signature  
(sign and turn in the receipt)

\_\_\_\_\_  
Date

Notes on assignments –

LAB – Do the lab! Keep up with the assignments each week! These exercises will help you become a better writer – if you let them. You must have an average of 70% to pass this class. You can do it.

Tests – we'll have 5 tests plus a final exam. Make a study sheet when we go through each chapter. Study. Study with a partner.

Journals – Writing every day is the only way to become a better writer. We'll do a journal to encourage this skill.

Portfolio – this will be a collection of all of your work this semester. Be sure to keep your tests, essays, and any other work we do in class. Before you turn in your portfolio, I'd like you to take a look over your work and reflect on the writing you've done this semester. Then, write a letter, addressed to me, how your writing has changed this semester.

Appointment Clock!

